

Administrative Office of the U.S. Courts  
Defender Services Office Training Division

## 2022 TECHNIQUES IN ELECTRONIC CASE MANAGEMENT

Hilton Minneapolis Hotel  
September 15-17, 2022

### Health & Safety Information

As of August 1, 2022, the **Minneapolis, MN (Hennepin County)** [COVID-19 community level](#) is **MEDIUM**. Accordingly, it is **recommended** all meeting participants, regardless of vaccination status, wear a mask when entering, exiting, traversing, or otherwise occupying shared spaces, including meeting spaces. Additionally, individuals who are not fully vaccinated must also socially distance in all shared spaces, including meeting rooms. This is consistent with the latest guidance from the Centers for Disease Control and Prevention. Our goal is to ensure a safe and comfortable environment for our meeting. We will continue to monitor the evolving situation and guidelines.

Please consider the following precautions **prior to arriving at the event**:

- If you are not up-to-date on COVID-19 vaccinations or have underlying medical conditions, talk with your health care provider and follow the [CDC guidance](#) when deciding whether to travel to and attend the meeting.
- Tests can help ensure that none of us is contagious when coming to the program. Please obtain home covid test kits and test yourself and anyone who will accompany you to the program within 24-48 hours before you begin your travel. If you test positive, don't come. We ask all participants to do this. Even those who have up-to-date vaccinations may be asymptomatic carriers of covid.
- If you have been exposed to someone who has tested positive for COVID-19, follow [CDC guidance](#) to determine whether travel to and attendance at the meeting is appropriate. Anyone who has been exposed must wear a mask for up to 10 days from the last day of the exposure.
- Anyone [exhibiting symptoms of COVID](#) should not attend in person.

As health and safety conditions continue to evolve, our duty of care measures are as follows:

- Face masks, hand sanitizer, and wipes will be readily available at the meeting. Anyone who prefers to wear a mask due to personal preference or personal risk factors may do so regardless of the community level.
- There will be a seating configuration provided for those who must or wish to social distance. You will not be asked to provide a reason for social distancing.
- DSO is offering a hands-free check-in experience to minimize touch points during the check-in process.

While in attendance at the event, should you begin to feel ill or test positive for COVID-19, notify the [program meeting manager](#) immediately so procedures for your safety and the safety of others can be implemented.